

# **TOWN OF WASHINGTON**

## **TOWN BOARD MEETING**

### **Minutes**

**Tuesday, November 15th, 2011**

**7:00 p.m.**

**Rutledge Room in the Community Center**

**1. Call Meeting to Order:** Chairman Joel Gunnlaugsson called the Town Board Meeting to Order at 7:00 p.m.

**2. Pledge of Allegiance to the Flag:** Chairman Gunnlaugsson led the meeting with the Pledge of Allegiance.

**3. Roll Call by Town Clerk:** In addition to Chairman Joel Gunnlaugsson, Supervisors Liz Holmes, Randy Sorensen, Ron Overdahl and Tom Jordan were present. All present.

**4. Town Chairman Remarks:** Chairman Gunnlaugsson remarked on the following items:

- Thank you to the Town for a good season
- Recognition to the Fire Department and Rescue Squad for jobs well done in the recovery of the drowning victim and the West Harbor Resort Fire.

**5. Approval of Minutes:** Motion by Sorensen, second by Holmes to approve the submitted Meeting minutes as presented. ~~Motion carried unanimously.~~

~~Regular Town Board Meeting Oct 18th, 2011~~

**6. PUBLIC COMMENTS – No public comments at this time.**

**7. Supervisors Response-**

Supervisor Holmes commented on the well done cover of the Tourism Bureaus brochure.

**8. APPROVAL OF BILLS and/or Journal Entries-** (Including all Town Committee bills) - Motion by Sorensen, second by Holmes to approve all submitted bills and/or Journal Entries. Motion carried unanimously.

Discussion comments:

- Treasurer Valerie Carpenter requesting approval for the amount of \$4000.00 allocated for a no longer needed voting machine in 2011 to be moved to the Jackson Harbor Dock Well Capital Outlay project with any residual coming from the Jackson Harbor Dock account.
- Expenditures regarding the allocation of monies for the purchased narrow band radios for the police and town crew

Motion by Sorensen, second by Holmes to approve all submitted bills and/or Journal Entries. Motion carried unanimously.

**9. DEPARTMENT ACTIVITY REPORTS:** Motion by Sorensen, second by Holmes to approve all submitted reports from the listed departments. Motion carried unanimously.

**A. Public Works**

**B. Police**

**C. Rescue Squad**

**D. Fire Department**

**E. Airport**

**F. Land Fill**

**G. Financial Report – all committees and Special Accounts**

**H. Utility District Financial Statements**

**I. Oral reports from Supervisors: from conversation with their appointed Departments. Monthly update: FYI's**

**10. COMMUNICATIONS:** Motion by Overdahl, second by Holmes to accept submitted communications with Item A and B pulled for discussion. Motion carried unanimously.

**A. Letter from parks committee with considerations.**

- Overdahl stated he would like to see some of the funds transferred from the Comprehensive planning to the Parks Committee for engineering at Gislissson Beach and improvements to School House Beach for maintenance.
- Gunnlaugsson stated funds were already allocated in the budget for the Parks committee and Comprehensive planning.

**B. Larry Harvell letter- airport request for local chapter 982**

- Gunnlaugsson stated the Town should have a meeting with EAA Chapter 982 to see the costs involved in taking over responsibility or the insurance of the van.
- Holmes stated the Town should see the condition of this van prior to making any decisions.

## **11. New Business**

**A. Re-Approval of Comprehensive Outdoor Recreational Plan for Town of Washington, Resolution 2011-11. Motion by Sorensen, second by Overdahl to re-approve the CORP plan. Motion carried by **unanimous consent**.**

**B. Resolution 2011-12, Fund Balance Designation.** Motion by Sorensen, second by Holmes to accept the Fund Balance Designation conception. Motion carried unanimously.

~Beginning of Resolution~

## **Resolution 2011-12**

### **Fund Balance Designation**

Whereas, the Town of Washington establishes this resolution in accordance with the Governmental Accounting Standards Board (GASB) to provide greater clarity and consistency to fund balance reporting.

Whereas, the Town Board establishes these values based on October 31<sup>st</sup>, 2011 financial Statements with the understanding that they will be revised at the Start of the Towns fiscal year 2012.

Whereas, the following values are marked as “Assigned” funds with a pass thru in the Town Budget.

Archives-	31,840
Dock-	25,924
Red Barn-	43,608
WICHP-	27,401
CCC-	13,749
Jacobsen Museum-	6722.00
<u>Community Van-</u>	<u>2149.00</u>
Total Assigned-	151,393

Whereas, the following values are marked as “Committed” funds in the Town Budget.

Landfill Escrow Acct-	35,678
<u>Landfill LTC Acct-</u>	<u>111,418</u>
 Total Committed-	 147,096

Whereas, the following values are marked as “Unassigned” funds in the Town Budget.

CIP: EMS-	1,190
Fire Dept-	17,023
<u>Airport-</u>	<u>31,431</u>
 Total Unassigned-	 49,644

Now therefore, be it resolved that the Town Board adopts this resolution to better the accounting practices as set forth by GASB to better reflect the finances of the Town of Washington.

Adopted this 15<sup>th</sup> day of November, 2011

Joel Gunnlaugsson, Chairman	<u>aye</u>
Liz Holmes, Supervisor	<u>aye</u>
Ron Overdahl, Supervisor	<u>aye</u>
Randy Sorenson, Supervisor	<u>aye</u>
Tom Jordan, Supervisor	<u>aye</u>

~End of Resolution~

**C. Resolution 2011-13, Room Tax money Allocation. Motion made by Holmes, second by Overdahl to accept Resolution 2011-13**

~Beginning of Resolution~

**Resolution 2011-13**

**Room Tax Money Allocation**

**Whereas:** the Town of Washington, Door County recognizes the importance of tourism and marketing of Washington Island,

**Whereas:** the Town Board, through the 2012 Budget process, has committed \$ 7600.00 to the Washington Island Chamber of Commerce for the purpose of supporting their marketing efforts,

**Whereas:** \_\_\_\_\_ the Washington Island Chamber of Commerce will be given the appropriated funds paid directly to The Printery, Incorporated, to offset their costs associated with the brochures and satisfying the Town responsibility of accountability

**Whereas:** ✓ the Washington Island Chamber of Commerce will be given the appropriated funds paid directly to them in November of 2012 upon the condition that receipts are given to the Town of Washington to satisfy the Towns responsibility of accountability

Now there fore, be it resolved, that on this 15<sup>th</sup> day of November, the Town Board of the Town of Washington hear by approves the appropriated funds to the Washington Island Chamber of Commerce as specified by the check mark of the appropriate condition.

Continued

Be it further resolved, that the appropriated funds are for the 2012 Season and shall be re-looked at for the 2013 Budget cycle.

Adopted this 15th day of November, 2011.

Joel Gunnlaugsson, Chairman aye

Liz Holmes, Supervisor aye

Ron Overdahl, Supervisor aye

Randy Sorenson, Supervisor aye

Tom Jordan, Supervisor aye

~End of Resolution~

**D.** Resolution **2011-14**, Petition to Improve Airport. Motion by Overdahl, second by Holmes to approve Resolution 2011-14. Motion carried with 4 ayes (Gunnlaugsson, Holmes, Overdahl & Jordan), and 1 nay (Sorensen).

~Beginning of Resolution~

## **BUDGET RESOLUTION 2011-14**

### **Resolution Petitioning the Secretary of Transportation**

#### **For Airport Improvement Aid**

**By**

**Washington Town Board**

**Door County, Wisconsin**

**WHEREAS**, the Town of Washington, Door County, Wisconsin hereinafter referred to as the Sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by law (sec. 114.11, Wis. Stats.) to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

**WHEREAS, THE** Sponsor desires to develop or improve the Washington Island Airport, Door County, Wisconsin,

### **“PETITION FOR AIRPORT PROJECT”**

**WHEREAS**, airport users have been consulted in formulation of the improvements included in this Resolution, and as amended, and a transcript of the hearing is transmitted with this petition, and

**THEREFORE, BE IT RESOLVED**, By the Sponsor that a petition for Federal and (or) State Aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with Federal and State Aid or State Aid only, in accordance with the applicable State and Federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: reconstruct/repair entrance road and auto parking lot; construct taxiways and aircraft parking ramp; seal coat airport pavements; land acquisition in runway approaches and for airport development; install security lighting and equipment; clear and maintain runway approaches as stated in Transportation Administrative Code Chapter 55; and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

Continued



**WHEREAS**, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the

proportionate cost of the airport development projects described above which are to be paid by the Sponsor

to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the Sponsor by the Secretary; the Sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the Sponsor does not provide the same; and

**WHEREAS**, the Sponsor is required by law (sec. 114.32(5), Wis. Stats.) to designate the Secretary as its agent to accept, receive, receipt for the and disburse any funds granted by the United States under the federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

#### **“DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR’S AGENT”**

**THEREFORE, BE IT RESOLVED**, by the Sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under chapter 32 of the Wisconsin Statutes; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

**FUTHER**, the Sponsor requests that the Secretary provide, per Section 114.33(8) (a) of the Wis. Stats., that the Sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

#### **“AIRPORT OWNER ASSURANCE”**

**AND BE IT FURTHER RESOLVED** that the Sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Chapter Trans 55, Wisconsin Administrative Code, or in accordance with Sponsor assurances enumerated in a Federal Grant Agreement.

**AND BE IT FUTHER RESOLVED THAT THE** \_\_\_\_\_ and \_\_\_\_\_ be authorized to sign and execute the Agency Agreement and Federal Block Grant Owner Assurances authorized by this Resolution.

**RESOLUTION INTRODUCED BY** \_\_\_\_\_

\_\_\_\_\_ (TITLE)

\_\_\_\_\_

\_\_\_\_\_ (TITLE)

\_\_\_\_\_

\_\_\_\_\_ (TITLE)

Continued

**CERTIFICATION**

I, \_\_\_\_\_, Clerk of the Town of Washington, Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a \_\_\_\_\_ meeting of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, adopted by a majority vote, and recorded in the minutes of said meeting.

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Clerk

Joel Gunnlaugsson, Chairman aye

Liz Holmes, Supervisor aye

Ron Overdahl, Supervisor aye

Randy Sorenson, Supervisor nay

Tom Jordan, Supervisor aye

~End of Resolution~

**E.** Driveway / Road Permit – McDonald’s Cottages. Motion by Holmes, second by Overdahl to accept the Driveway/Road Permit for McDonalds Cottages. Motion carried unanimously.

**F.** Updated Landfill User Fee Notice – Motion by Overdahl, second by Sorensen to approve the updated Landfill User Fee Notice. Motion carried unanimously.

- Jim’s Island Repair will be added to those who accept motor oil for recycling.

**G.** Town of Washington User Fee Notice – Motion by Sorensen, second by Holmes to approve the CVR User Fee of up to \$19.50 per transaction. Motion carried unanimously.

**H.** Variance Request Approval – Joanne & Peter Nelson. Motion by Holmes, second by Sorensen to approve the Nelson variance request. Motion carried unanimously.

**I.** Variance Request Approval – Valentincic / Jordan. Supervisor Jordan recused himself from this Item.

Motion by Sorensen, second by Holmes to discuss the Valentincic variance request.

Motion made by Overdahl to table this discussion/approval. Motion failed for lack of second.

Motion by Sorensen, second by Holmes to approve and submit to the County the Valentincic/Jordan Variance Request. Motion carried with the ayes being Gunnlaugsson, Holmes and Sorensen. Supervisor Overdahl abstained.

**J. Approval of WIZAP to proceed with CORE Comprehensive study.**

Motion by Sorensen, second by Gunnlaugsson to proceed with the CORE study. Motion carried with four (4) ayes being Gunnlaugsson, Holmes, Sorensen and Jordan; one (1) nay being Overdahl.

**K. Concealed Carry Firearm Safety Course –** Motion by Holmes, second by Sorensen to approve the Concealed Carry Firearm Safety Course. Motion carried unanimously. Chairman Gunnlaugsson pointed out that a course is no longer needed.

Continued

**L. Closed Session:** As authorized under section 19.85(1) (c) of WI State Statute for the purpose of considering employment, compensation and performance of public employees.

Motion by Jordan, second by Sorensen to enter into Closed Session. Motion carried unanimously at 9:04 p.m. Present by roll call; Chairman Gunnlaugsson, Supervisors Holmes, Sorensen, Overdahl and Jordan.

**13. PUBLIC COMMENTS, ITEMS NOT ON AGENDA:**

No public comments submitted at this time.

#### **14. UPCOMING MEETINGS**

A. Regular Town Board meeting: December 27<sup>th</sup>, 2011 - 7 pm  
Room.

Rutledge

**M. ADJOURNMENT** – Motion by Sorensen, second by Jordan to adjourn the meeting at 10:21 p.m.

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Valerie Carpenter, Clerk/Treasurer

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Joel Gunnlaugsson, Chairman

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Elizabeth Holmes, Supervisor

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Randal Sorensen, Supervisor

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Ron Overdahl, Supervisor

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Tom Jordan, Supervisor